

22 JUN 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Jarney
Director of Personnel

SUBJECT : Secretarial/Clerical Career Service Panel System

REFERENCES : (a) Memo for D/Pers fr DDCI dtd 24 May 78, subj:
Memorandum from the Acting Chairman, Secretarial/
Clerical MAG, dated 15 May 1978

(b) Memo for DDCI fr Acting Chairman, Secretarial/
Clerical MAG dtd 15 May 78 re same subject

1. Action Requested: None. This memorandum responds to references and is for your information. The response to reference (b) comments is forwarded as an attachment to this memorandum.

2. Background: As you know the Secretarial/Clerical Career Service Panel system was developed in response to concerns that there was no mechanism, comparable to the systems established for the professional employees, to ensure the orderly development and progression of employees in these categories. While several Career Services and Career Service Subgroups had programs for the administration of the secretarial and clerical employees, there was no Agency requirement and the procedures varied considerably. This new program for secretarial/clerical employees ensures the personnel management of all Agency personnel, e.g., clerical, technical and professional, takes place within the uniform framework of the career service panel system.

The Agency policy of decentralized personnel management makes the career development, e.g., assignment, training and promotion, of employees the responsibility of the Head of the respective Career Services. The inter-directorate rotational program for potential managers provides for a developmental experience and is part of the training program of the parent Career Service for the individual concerned. It is not envisioned these rotations would develop into permanent assignments with change of Career Service for these officers, or at least not at this point in time.

The fact that specific provision for rotation or transfer is not included in the guidelines for the administration of the Secretarial/Clerical Career Service Panel system does not mean such movement is prohibited. While rotational tours with other Career Services would not ordinarily provide developmental experiences for persons in these categories, such as is expected of the potential manager program, there is every expectation transfers to another component or Career Service will continue under the same policies as now exist, e.g., individual interest in transfers, and positions for which a component has no qualified candidate.

(S) F. W. M. Janney

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Att.

As Stated

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(16 Jun 78)

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